

**CITY OF WINFIELD
PLOT PLAN INSTRUCTIONS
PLOT PLAN REQUIREMENT**

A plot plan is required with all applications for conditional uses, special exceptions, and variances. Any incomplete, illegible, or inaccurate plot plans will cause delay in processing of an application.

PLOT PLAN PREPARATION

The plot plan must be a scaled drawing prepared or reproduced on a letter size sheet (larger drawing must be reduced). The plot plan should be drawn by a skilled drafter or a professional surveyor, engineer, or architect. The level of detail may vary, depending on the nature of the request but the following items are suggested minimums:

_____ Name of applicant

_____ Date

_____ North arrow

_____ Scale in feet

_____ Lot size in acres or square feet and property dimensions

_____ Location, dimensions, floor areas, and heights of all structures

_____ Location and dimensions of driveways and off-street parking and loading aisles and spaces

_____ Description of landscape improvement, screening, and buffer yards

_____ Physical features, such as ground cover, water bodies, flood-plain, and general topography

_____ Adjacent streets, alleys, railroads, water bodies, land uses, and zoning districts

_____ For variance applications: dimensional requirement(s) subject to variance noted or highlighted

_____ Other features necessary for the Planning Commission/Zoning Board to adequately assess the proposal.